

**Indiana Department of Homeland Security
Indiana Emergency Management/Homeland Security Higher Education
Advisory Board
Meeting Agenda**

January 18, 2008
10am – 2pm (Eastern Time)
Indiana University Kokomo
2300 S. Washington Street
Kokomo, Indiana 46904
Hunts Hall, Conference Room 234B

Hosted by: Dr. Robert A. Dibie
SPEA Campus Dean and Professor of Public Affairs

Meeting: Don Wilson, Thad Godish, Dr. Robert Dibie, Dan Burgei, David Tate, Amy Lindsey, Brad Thatcher, Kelly Brown, Janet Archer, Dean Larson, Tom Christenberry, Lee Ann Wambach, Brad Grubb, Jason Carroll, Ray Ruark, Tom Beckner, Tim Faulk, Kevin Slates, Karl Besel

1. Call to Order & Introductions - Tom Christenberry, Chair
Dr. Robert Dibie welcomed introduced IUK Vice Chancellor Stu Green
2. Reading & Approval of Minutes – Lee Ann Wambach, Secretary
 - a. Advisory Board Meeting (11/16/07)
 - b. Approved online by membership
3. “Developing a Successful Application for FEMA Competitive Training Grants” by Thad Godish (Ball State)
Thad Godish – Outlined experience applying - Concept paper (about 8 pages) written in about 6 days to meet a deadline. This is the 3rd year for CTGP and it is changing some each year. Emphasis on training in priority areas defined by FEMA. For 2007 – public communications, executive leadership of homeland security programs, intergovernmental coordination and planning, managing homeland security risks, legal issues in

preparation, response, and recovery. BSU was unsuccessful 1st year, but used feedback to improve proposal next year.

A Concept Paper includes: (8 pages)

- Title page and executive summary

- Training program narrative

 - Target audience

 - Literature review (what already exists?)

- Training analysis design & development

 - Instructional system design (ADDIE) guidelines

- Training implementation & evaluation

 - Delivery – online, classroom, hybrid utilizing technology

 - Evaluation -

- Applicant expertise, support & collaboration

- Budget narrative

- Detailed budget.

Numbers are important; have a good idea about numbers to be trained or benefit from training, etc.

Brad Thatcher (Indiana Dept. of Homeland Security)

2008 is 4th year for CTGP (allocation is for \$28.0 million) – purpose is to fill in gaps in current DHS training programs - “to fund national preparedness training initiatives that further the US DHS mission of preparing the nation to prevent, protect against, respond to and recover from incidents of terrorism, natural and catastrophic events.” Expected release date is March or April of 2008 for solicitation of concept papers.

Brad described the peer review process, designed to ensure objective and unbiased input from subject matter experts on the strengths and weakness of proposals. Reviewers are selected on technical expertise or experience developing training curriculum. Reviewers read each proposal, are given criteria, write a review, then participate in consensus review panel to rank each application.

Brad handed out details of 2007 winners and included 2006 organizations and amounts funded. Copies of the Peer Reviewer comment forms, and examples of comments for each section

were also distributed. Brad discussed reasons that projects would be eliminated – or forwarded.

Concept Paper Review Process – used to weed out first group of applicants – elimination based on compliance with guidelines, format, and degree to which proposal is national in scope. For 2007 – 59 out of 189 were forwarded. Brad worked on Executive Leadership focus area and had 11 proposals to review – awarded 3 grants.

Key observations: Partnerships collaborating w/other institutions, past history with grants, sustainability, follow ADDIE model, needs assessment, national scope – all of these are big considerations!

IDHS would like to see Indiana schools be successful in competing for these grants and is willing to partner – grants management section on staff – grant writer -

Janet Archer mentioned that CDC is offering grant \$ for pan-flu – public awareness.

Dean Larson – ADDIE model – best information on this process of developing a training program is from the Air Force Instructional Systems Design manual - download for free – PDF file. EMI offers master trainer on ADDIE – 6 week program – IDHS is bringing 1st unit of this program in June of 2008 and is offering seats to advisory board members.

4. Robert Dible – reported on the IUK certificate in homeland security & emergency management – currently 17 students active – some are adding this to other majors. Enrollment has increased because courses are blended with classroom instruction and on-line instruction much interest. 5 courses – incorporated in criminal justice. Also working toward graduate program – encouraged members of the board to pass along information about IUK to students. This led to a discussion of getting information about all EM-HS courses & degree programs on appropriate web-sites for exposure to potential students.

Dean Larson reminded us of the 2 courses developed by Purdue's HSI available – could be used at IUK – and he is concerned about keeping

course value current and up to date. Offered invitation to meeting Feb. 18 at HSI to discuss how to continue course development program.

5. Report of the Officers, Boards, & Committee Reports

a. Standing Committees

i. Conference – Dave Tate, Chair

Need a co-chair who will be ready to chair in 2009. Also need to consider next year's agenda and need to set date to call for poster session entries – Need to be thinking about a theme – Dean Larson suggested "Private Sector Certification"

1. Vendors – need a chair

2. Need corporate relations effort – involve industry

3. Speakers – Janet can find a public health speaker if a public health track is added.

4. Dave will host conference calls through Purdue.

ii. Education, Training & Curriculum Development – Ray Ruark, Chair

1. Will continue to gather information about educational programs with letters to departments, research of institution web-sites, transfer credit process. Wants to create a pamphlet or document for 2008 conference.

iii. Campus Safety & Emergency Preparedness – Mike Howard, Chair – Dean Larson reported on the value of these committee sessions – information sharing, etc. Contact drlarson@jorsm.com to add any names to this group.

iv. Membership – Don Wilson, Chair

v. Research – Kevin Slates – update of current research activities – potential to strengthen case for grant application or other funding requests.

Will be submitted to IU's Institutional Review Board (for human subjects research)

Currently 35 questions on the survey – can expand if desired.

Assessing skills & knowledge – planning, risk assessment, recovery, etc. This allows us to look at

employer needs – justify new course development. Amy is helping on this committee.

b. Ad-hoc Committees

- i. By-Laws – Tom Christenberry - Tom will have new by-laws ready for March meeting for board review.

6. Unfinished Business

- a. Status of: EM & Homeland Security Course approval & accreditation – Dave Tate
- b. Status of: “White Paper” – Brad Thatcher & Dave Tate
Brad has discussed overall efforts of the board with Eric Dietz – who is in favor of continued funding. This will result line item of \$20,000 for board activities.

7. New Business

- a. IDHS Update & Status – Brad Thatcher & Amy Lindsey – Brad reported that there is about \$4000 left to spend – suggested name plates for members to use at meetings. Archer moved to price name plates. (Burgei 2nd) Asked board for ideas on ways to use funds – members should forward ideas to Brad for check of eligibility.
 - i. IDHS Website
- b. Travel Funds
 - i. Kay Goss speaking at an upcoming meeting
 - ii. Professional Associations, Groups, Meetings
 1. EMI Conference, June 2008
 2. IADLEST Conference in Indianapolis, June 2008 – hosted by ILEA
- c. Upcoming Board Meeting and Hosts
 - i. March **TBA**, 2008 – IV Tech in Indianapolis
 - ii. May 16, 2008 – New Ft. Wayne Academy, hosted by Don Perry & Tom Beckner (Tri-State)
 - iii. July 18, 2008 – Ball State University, hosted by Thad Godish
 - iv. September
 - v. Conference October 15 - 16 Conference at Sheraton Indianapolis
- d. Discussion Question: As an Advisory Board, should we meet (online or conference call) on the off months?
- e. New Projects and Initiatives – Tom Christenberry

- f. Amy reminded us that state is offering training for Certified Emergency Manager. Trying to find and encourage folks to follow up. www.iaem.org
- g. Don Wilson reported effort to self-audit among university campuses.
- h. Eric Kurtz – approach about POD
- i. Brad reported another training course opportunity for campus safety officers – IDHS is considering sponsoring this.
- j. Shirts are in for those who ordered. Can order more through Brad.

8. Adjournment